

July 10, 2007

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting applicants for the Director of the San Francisco Estuary Project (Job Number 07-07) position. The deadline for applying is September 7, 2007.

### **DIRECTOR OF SAN FRANCISCO ESTUARY PROJECT (SFEP)**

#### SFEP Organizational Summary:

The SFEP is one of 28 programs established by the U.S. Congress to protect and improve the water quality and natural resources of estuaries nationwide. The SFEP was formed in 1987 as a cooperative federal/state/local program to promote effective ecological management of the San Francisco Bay-Delta Estuary. In addition to spearheading and participating in a wide variety of projects, the SFEP also serves as a clearinghouse for information on the Bay-Delta ecosystem, including such topics as wetlands, wildlife, aquatic resources, pollution prevention and land use. The SFEP is financed by federal appropriations under the Clean Water Act and matching funds from the state and local entities.

The SFEP office and staff is responsible for implementation of the Comprehensive Conservation and Management Plan (CCMP) for the San Francisco Bay - Delta Estuary. The CCMP serves as a blueprint to restoring and protecting the Estuary, as mandated under the Clean Water Act's Section 320: The National Estuary Program (NEP).

The SFEP partners with various governmental and non-profit organizations that also work to restore and protect the Estuary. Some of these include:

- The San Francisco Bay Regional Water Board
- U.S. Environmental Protection Agency
- San Francisco Bay Conservation and Development Commission
- U.S. Fish and Wildlife Service
- San Francisco Estuary Institute
- Friends of the San Francisco Estuary
- The California Coastal Conservancy
- Various Environmental Organizations

## **POSITION SUMMARY**

**This is a grant-funded, full-time position.** The Director will be responsible for overseeing/managing existing contracts and projects under the auspices of the San Francisco Estuary Project, a cooperative environmental management program of ABAG, U.S. EPA, and the State of California. The Director will manage and enhance relationships with various government entities, increase the public profile of the SFEP and oversee the SFEP office, staff and its activities. In addition to these duties, the Director is expected to aggressively, yet diplomatically pursue various types of development opportunities. The Director reports directly to ABAG's Executive Director.

The SFEP office is located within the San Francisco Bay Regional Water Board, the lead agency for carrying out the CCMP; therefore the Director will work closely with the Water Board management and staff.

## **TYPICAL DUTIES, RESPONSIBILITIES AND RESULTS** (The examples may not cover all duties which may be performed.)

### **Leadership/External Relations**

- Directs the San Francisco Estuary Project (SFEP)
- Responsible for communicating and coordinating Estuary interests among and between local, state and federal agencies and representatives of diverse stakeholder groups, elected officials, etc.
- Maintains liaison with other governmental agencies and the private sector
- Raises the profile of:
  - The Estuary as an essential and integral component of the region and
  - The SFEP's purpose, goals and accomplishments
- Provides leadership and staffs the CCMP committee
- Participates in NEP annual meetings, workshops and other relevant conferences

### **Proposal and Grant Writing**

- Develops long-term funding support from existing and new local, state, federal and philanthropic resources
- Seeks partnerships to fund and implement CCMP actions

### **Contract Management**

- Manages CCMP implementation and the contracts associated with the various grants/funds the SFEP receives. This duty includes but is not limited to:
  - Preparing and implementing the SFEP Annual Work Plan and Budget in accordance with the U.S. EPA Federal Guidelines
  - Tracking CCMP implementation progress to determine if CCMP commitments are being met; evaluates and reports progress
  - Accountable for timely completion of program objectives and for submittal of satisfactory products

## **Organizational Management**

- Responsible for operational planning and assigning of work, budgeting for time and funds, reviewing and evaluating achievements and preparation of reports
- Assists in formulating and administering policies
- Responsible for planning and implementing the regional biennial State of the Estuary Conference
- Interacts with other NEPs on issues of common concern and prepares required reports for U.S. EPA Headquarters
- Supervises a group of Staff Environmental Specialists, Environmental Planners, Communications Officers and other professionals working on environmental management activities and will have authority in the interest of management to hire, suspend, lay off, promote, assign, reward or discipline employees

## **QUALIFICATIONS** (Should demonstrate a working understanding of the following):

- Knowledge of state and federal clean water regulations and public processes
- Knowledge of basic principles of land, water, fish, wildlife, and other natural resources research
- Knowledge of principles of ecology
- Knowledge of land-use practices with reference to their general effect on human health, natural resources, and the environment
- Knowledge of principles and techniques of consensus-building, personnel management and supervision
- Knowledge of budgeting, contract procedures and other administrative functions

## **EDUCATION/EXPERIENCE**

Requires a Master's degree in Environmental Science, Natural Resources, Planning, Public Policy or related field and at least 5 years experience in environmental management OR a combination of education and experience sufficient to perform the work described above. Requires MS Office (Word and Excel), data processing, and other computer application skills.

## **ADDITIONAL INFORMATION**

The incumbent will work closely with staff from the San Francisco Bay Regional Water Quality Control Board, U.S. EPA, and members of the CCMP Implementation Committee which includes representatives of local, state and federal agencies, environmental and business organizations. Frequent travel required within the region and -on occasion- nationally. **Work location is at the San Francisco Bay Regional Water Quality Control Board in Oakland.**

## **COMPENSATION AND BENEFITS**

**Salary:** Depends on education and experience

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health and Dental:** Dental Insurance and choice of three HMO and two PPO Plans

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package plus 14 paid holidays annually

## **APPLICATION AND SELECTION PROCESS**

The deadline for applying for the San Francisco Estuary Project Director position is September 7, 2007. Please submit a cover letter, resume, employment application and compensation history or requirements to:

Association of Bay Area Governments  
Attention: Patricia Jones  
P.O. Box 2050  
Oakland, CA 94604-2050

*Reflecting the diversity of California, ABAG is an equal opportunity employer.*

DEADLINE FOR APPLYING IS SEPTEMBER 7, 2007. AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R 07-07, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFORMATION CALL 510/464-8496. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.